

Procedures and Guidelines for Artifact Donations

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The Arkansas Archeological Survey accepts donation of artifacts or cultural collections (explicitly understood to include both objects or artifacts and all associated documentation and records) from individuals and institutions on behalf of the State of Arkansas under the following conditions:

Donated artifacts, collections or records accepted by the Survey must be legally obtained from or directly relate to the archeology of Arkansas, and have scientific, historic, educational, scholarly, and/or cultural importance.

Donors must sign standard documents provided by the Survey stipulating that they are the legal owners of the donations and donate them freely and unconditionally; these forms will be countersigned by personnel authorized to accept collections into the Survey's permanent collections. Copies of the signed donation forms are to be filed at the Survey Registrar's office and the Survey Station in the area where the artifacts were obtained (if known). Donors will receive copies of the signed donation forms. The Survey will not accept artifacts, collections, or records on indefinite or long-term loan.

Donors wishing valuation of their donations for tax purposes are responsible for securing appraisals from individuals or businesses outside the Survey. Survey personnel will not and legally cannot appraise collections.

Donors must, to the best of their ability, reveal both the provenance (chain of ownership) and original provenience (find locations) of any artifacts offered to the Survey before donation. If potential donors do not wish to reveal this information, the Survey will not accept those artifacts, collections, or records.

The Arkansas Archeological Survey will integrate donated artifacts, collections, or records into its curation facilities where they may be used for exhibit, research, or educational purposes, but the Survey will not under any circumstances promise to exhibit the artifacts in any venue as a condition of donation.

Human remains and associated grave goods, and any artifacts that are known to be unassociated grave goods, will be subject to Federal Native American Graves Protection and Repatriation Act provisions or other applicable law. This will include notification of potential descendant groups, and consultation with the appropriate Federally Recognized Indian Tribes or Nations as appropriate. The Arkansas Archeological Survey will also abide by all applicable state and federal laws regarding archeological sites, collections, and human graves in regard to donated artifacts, collections or records.